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MEMORANDUM

TO : COPS

FROM : TRS

SUBJECT: Temporary Reorganization of TRS

3 December 1948

Document No. 016

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S

Auth: DDA Memo, 4 Apr 77  
DDA REG. 77/1763

Date: 12/05/77 By: 010

1. Attached are charts showing the proposed reorganization of the Training Staff. If you approve, I shall put this organization into effect on a purely informal, internal basis until such time as ADSO approval can be obtained for the reorganization as well as for an increase in T/O. It may be just as well, moreover, to delay final action on T/O and organization until our relationships with OPC are clear and until CAS problems are settled.

2. The major problem, however, will be with Personnel, where, in some instances, my people will be carried against "slots" other than those they are actually filling. Thus promotions will be difficult, and I shall have to continue to ward off efforts to down-grade some of my personnel.

3. The charts refer to notes, hereafter keyed to the charts. Also, you will observe that certain positions are indicated by dotted lines. These positions are not yet approved but are those I feel should be approved and filled as soon as possible on a piecemeal basis. Since it takes so long to find and break in new instructors, I hope that you will grant me approval to begin looking for possible candidates.

4. Notes:

1. As previously discussed with you, [redacted] o25X1A9a OPC has suggested that OPC would like to allocate some of their Training Staff positions to TRS/OSO so that, under our direction, a competent group of instructors can be developed. We would jointly recruit likely individuals, then TRS/OSO would train and break them in. If this meets with your approval, I shall ask [redacted] to prepare a draft statement of their proposal. I can then discuss this with you so that a firm agreement can be reached.

2. The Chief, Field Training, position under the Deputy for Covert Training, is still vacant. This position (CAF-13) should be filled by the best

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returned field man who becomes available in the next few weeks. I have no suggestion to make but hope that your office can assist in finding a good man.

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3. [REDACTED] is now serving in a double capacity--as Chief Instructor for Administrative Training, and as Administrative Officer. If [REDACTED] can be transferred to TRS, he will become [REDACTED] right hand man for many duties--including liaison with the Foreign Service Institute. I hope that this transfer can be expedited.

✓ 4. Our efforts to set up an efficient central records section in TRS have been unsuccessful because of the lack of a competent clerk-steno to type evaluations, to record training received, and to handle a workable filing system. I should like to fill this proposed position as soon as possible.

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✓ 5. Although this need is not so urgent as for the above clerk-steno, [REDACTED] will soon require a good typist to help prepare study guides, lecture notes, and other training materials for the entire Training Staff. It may be that OPC can supply a slot to cover this position.

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6. For better than six months, I have been trying to promote [REDACTED] from a CAF-13 to a CAF-14, only to have rigid adherence to the Civil Service classification system prevent this well-deserved and earned promotion. As I have said before, no one in TRS--including myself--has done more for Training and OSO than [REDACTED]. I therefore propose that an effort be made to up-grade his position immediately, rather than to await action on the T/O as a whole.

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7. [REDACTED] is on loan from [REDACTED] and, therefore, does not fill any authorized TRS position. To regularize this, I propose that an approved position be established against which he could be charged.

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8. Though recruited as Chief Instructor, Reports, [REDACTED] is in fact acting as Chief Instructor for the Basic Intelligence Course and attempting to carry the duties of reports instructor as well. Either job is full-time. Note #11, therefore, proposes that I be permitted to recruit a man who could assist [REDACTED] in the reports aspects of his duties (see note #11).

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9. Reference to Chart #2 will demonstrate the range and complexity of the duties of the Deputy for Staff Intelligence Training--also the fact that he has no one of sufficient stature to whom he can delegate the responsibilities of planning and directing various advanced courses. I therefore urge that I be permitted to attempt to find a suitable man for the position--Chief, Advanced Training Phase. If such a man can be found, I shall then request approval for the position. ✓

10. At present, with the exception of [REDACTED] who is Chief Instructor for the Advanced Course, we have no one in Staff Training who is well versed in CE matters. This position should be established as soon as an adequate man can be found. ✓

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11. Note #8 refers to the need for a man to work with [REDACTED] on reporting instruction. This position should be established as soon as possible. ✓

[REDACTED]

Chief, TRS

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Attachments: 2 Charts

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